

# We're Now Dispatching Interpreters & Other Volunteers!

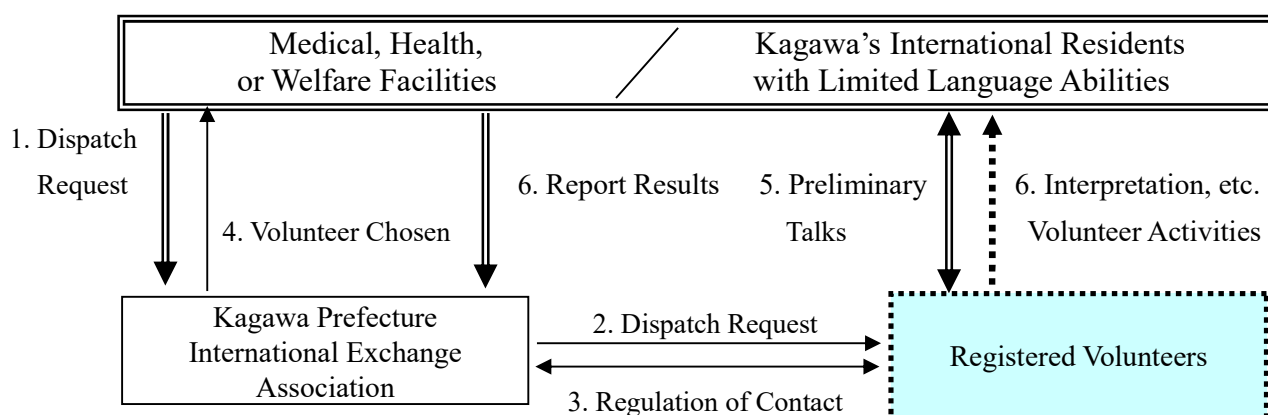
The Kagawa International Exchange Association (I-PAL) operates a volunteer dispatch system to dispatch interpreters and other volunteers to aid international residents with limited Japanese skills, and to promote mutual international understanding among prefectural residents. We are looking forward to the extensive use of our dispatch system by organizations interacting with foreign residents, schools and educational institutions, medical institutions, and health and welfare organizations, etc.



## 1. What are the volunteer activities?

Type of Volunteer	Explanation of Duties
<b>1. Interpreter</b>	Support international residents with limited Japanese ability when they go to the doctor's, to a health or welfare facility, or in other activities in which they will need language assistance by interpreting for them.
<b>2. Japanese Instructor</b>	Support international residents with limited Japanese language abilities by teaching them Japanese language skills necessary in everyday life.
<b>3. Japanese Cultural Instructor</b>	Support international residents by teaching classes that promote mutual understanding, such as Japanese cooking, tea ceremony, traditional folk dance, sports, etc.
<b>4. International Speaker</b>	International residents, or those with international cooperation or study abroad experience, promote mutual international understanding by offering their personal international experiences or foreign language instruction at educational facilities.

## 2. Flow Chart of Volunteer Activities: (In the case of a volunteer interpreter)



## 3. Specific Conditions of Dispatching Volunteers:

1. Dispatched volunteers may not be asked to engage in any activities that require the knowledge of a specialist, activities that pose a threat of contagion or other harm to their well-being, commercial activities, and other activities that are inappropriate for volunteers to partake in.
2. If the volunteer activities in which the dispatched volunteer is to partake are deemed inappropriate, the request for dispatch will be refused.
3. The individual or organization requesting the dispatch of a volunteer will be held responsible for the cost of medical treatment and/or legal fees incurred as a result of the volunteer activity.
4. The individual or organization requesting the dispatch of a volunteer will be responsible for paying the volunteer fee, transportation stipend, and printed materials stipend\*.
5. The volunteer fee is 1,300 yen per hour, and the transportation stipend will equal the actual transportation fees paid. (In the case in which a volunteer drives to his/her location, the actual fees paid amount to 37 yen for every 1 kilometers traveled.) The printed materials stipend\* is limited to a 2,000 yen maximum.

(\*The printed materials fee is limited to situations in which materials are needed by Japanese Instructors, International Speaker, or Japanese Cultural Instructors.)

## 4. How can I apply for the help of a volunteer?

It is necessary to apply for the dispatch of a volunteer at least one month (in the case of volunteer interpreter, at least 3 days) before the day the volunteer's services will be needed.

To apply, please clearly explain the activities you are requesting the volunteer to participate in on the "Volunteer Dispatch Form", and then email, fax, or mail the form to Kagawa Prefecture International Exchange Association.

## 5. What happens after a volunteer dispatch?

Please submit a "Results Report" within two weeks of the completion of the volunteer activity.

### Applications/Contact

〒760-0017 1-11-63, Bancho, Takamatsu City, Kagawa, I-PAL Kagawa

**Kagawa Prefecture International Exchange Association "Volunteer Dispatch Project"**

(Closed on Mondays)

URL: <http://www.i-pal.or.jp/tsuyaku/>

EMAIL: [toroku@i-pal.or.jp](mailto:toroku@i-pal.or.jp)

TEL: 087-837-5908 FAX: 087-837-5903

## Request Form for the Dispatch of Interpreters or Other Volunteers

Year \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_

To Director of the Kagawa Prefecture International Exchange Association

## ●Before I request a volunteer, I agree to the following conditions.

1. Volunteers should not be asked to engage in activities that require advanced specialist knowledge, activities that pose a threat of contagion or other harm to their well-being, commercial activities, or other activities that are inappropriate for volunteers to partake in.
2. The individual or organization requesting the dispatch of a volunteer will be held responsible for the cost of medical treatment and/or legal fees incurred as a result of the volunteer activity.
3. The individual or organization requesting the dispatch of a volunteer will be responsible for paying the volunteer fee, transportation stipend, and printed materials stipend.
4. Within two weeks of the day of dispatch or the final day of all dispatch duties, you must submit a Volunteer Dispatch Report (Form 5) to the Kagawa Prefecture International Exchange Association.

Organization Name (Representative's Name and Job title)	*In the event an individual is making the request, write that person's full name here.	
Name of Person in Charge	* In the event an individual is making the request, this part does not need to be filled out	
Contact Information	(Address) (Phone) (FAX) (E-mail)	
Type and Number of Volunteer(s) Being Requested	<input type="checkbox"/> Interpreter (Language : _____) (Required number(s) of volunteer(s) _____ ) <input type="checkbox"/> Japanese Instructor (Required number(s) of volunteer(s) _____ ) <input type="checkbox"/> Japanese Cultural Instructor (Required number(s) of volunteer(s) _____ ) <input type="checkbox"/> International Speaker (Required number(s) of volunteer(s) _____ )	
Desired Date of Dispatch and Time Required	*If you wish to request a dispatch that will take place over a period of several days, please attach a complete schedule.	
Place to Which Volunteer Should Be Dispatched	*Please attach a map to this form! (Name of dispatch location) (Address) (Closest station) (Phone)	
Activity Content at Dispatch Location	Is advanced specialist knowledge required? <input type="checkbox"/> yes <input type="checkbox"/> no Is there a possibility of contagion or other harm? <input type="checkbox"/> yes <input type="checkbox"/> no Are commercial activities involved? <input type="checkbox"/> yes <input type="checkbox"/> no	
	(Explanation of Activities)	
	(Other matters you would like to mention)	

## Volunteer Dispatch Report Form

Year\_\_\_\_Month\_\_\_\_Day\_\_\_\_

To The Director of the Kagawa Prefecture International Exchange Association (I-PAL)

Name	Person/Organization Requesting Dispatch : Volunteer :
Dispatch Location	
Date and Times Required for Dispatch	<p>* If the volunteer activity takes place during the changing of the fiscal year, please fill out one report for activities performed up through March 31<sup>st</sup> and one report for activities performed from April 1<sup>st</sup> and hand in both.</p> <p>* If the volunteer activity takes several days or longer to complete, please attach documentation of the volunteer activity schedule.</p> <p>Year      Month      Day (day of week      ) from ____:____ to ____:____</p> <p>Year      Month      Day (day of week      ) from ____:____ to ____:____</p> <p>Year      Month      Day (day of week      ) from ____:____ to ____:____</p> <p style="text-align: right;">Total # Dispatches:      (Total # Hours:      )</p>
Type of Volunteer	<input type="checkbox"/> Interpreter (Language :      ) <input type="checkbox"/> Japanese Instructor <input type="checkbox"/> Japanese Cultural Instructor <input type="checkbox"/> International Speaker
Acceptance of Payment and/or Transportation Stipend	<p>During your dispatch, were the following provided to the volunteer?</p> <p>Payment      <input type="checkbox"/>yes      <input type="checkbox"/>no</p> <p>Transportation Stipend      <input type="checkbox"/>yes      <input type="checkbox"/>no</p>
Volunteer Activity Content	
Other Comments	*Please include any other comments concerning the volunteer activities.